



## Covid 19 – Coronavirus

### 'WHAT'S IN PLACE TO KEEP US SAFE?' v2

Dear Members

I sincerely hope this note finds you all well during these unprecedented and difficult times.

Hopefully we are now a step closer in being able to reopen TNC and I'm sure everyone will be aware that to enable us to do so, we have to enforce certain rules and restrictions. The decision to implement any restrictions has been done by following the advice and guidelines issued by the Government, HSE and other organisations with the full backing of the TNC Committee.

If we don't comply with this advice then, without doubt, we will be at risk from being closed down and even liable to prosecution. I'm sure everyone will agree, that this is the last thing we would want. The Committee have had to introduce the following restrictions not because we want to, but because we *have* to. The Committee has a duty of care to look after member's welfare as far as is reasonably practicable, and likewise every member has a duty of care to look after each other.

Whilst we will endeavour to reduce the risk as much as we can there will nevertheless be some personal risk in attending the club. If members feel that they cannot be exposed to any risk at the club they should stay away until the situation improves.

Some of you may find the restrictions we are introducing harsh; the Committee cannot make any apologies for our course of actions. As I have said on many occasions the health, safety and welfare of each and every member is mine and the Committee's priority and I would hope that, like you have done previously, you will back the decisions I and the Committee have made.

In line with government guidance, Risk Assessments (RA) have been completed for all areas of the club that will be open. This has taken a considerable amount of time and thought to complete in order to comply with official guidance and be able to open up the club. It is crucial that the guidelines outlined below are followed; failure to do so will result in the Committee reserving the right to close that area/facility without exception. A copy of the RA's are available on the TNC website and also available upon request at the club.

The Committee are aware that the social distancing rules are currently being reviewed. However, for the Health and Safety of our more vulnerable members the Committee have decided that the 2m social distancing guideline will still apply. It will be reviewed frequently by the Committee and any changes will be applied when it is felt safe to do so.

The Committee have approved the purchase of a deep clean ozone sanitiser, (as used in hospitals), this is to ensure that all communal areas are frequently cleansed to a high standard. It does not, however, reduce the responsibility of members to follow the cleaning regime and complete the logs which are situated around the communal facilities at the club.

Where practicable, we are introducing a cashless culture, similar to what we are using when shopping at supermarkets or other outlets. Members wishing to pay fees or purchasing drinks and other items from the bar are asked, when possible, to use their bank card. The card reader will be kept in the bar area and NOT in reception. So please, if you wish to pay your membership/pitch fee's etc then speak to the appropriate person on duty at the time.

Below, you will find the restrictions that we have had to put in place. In order to remain open and keep everyone safe, every member **without exception** will be required to comply with these

restrictions. Failure to do so may result in those who choose not to comply, being asked to leave the club.

A number of facilities have been closed completely, (see list below), they are either locked or cordoned off with tape. Please do **NOT** attempt to gain entry into these areas, these are strictly off limits and closed for a reason, not because we just choose to. The more areas that are closed, the safer we are, the safer we are, the less the risk.

As you move around the club you will see posters, markings etc. Please take notice and comply. They are there for a reason, to preserve the health and safety of each and every one of us.

Doors and windows are to be left open at all times, weather permitting.

### **On arrival**

**On your first visit, will you please use the intercom system and wait to be let in.** This is purely done for monitoring purposes so members can be briefed on any changes or relevant information. After your first visit, you will be provided with the new gate code. Please can you, if possible, wear your own gloves when using the intercom and likewise later when you use the key pad. If you haven't any gloves, then after keying in the code or using the intercom, please wipe down using the wipes provided, replace the wipes on top of the key pad and take the used wipe with you, disposing of it in the nearest litter bin.

The Committee would also respectfully ask that members minimise their movements to and from the club grounds as much as possible during these difficult times and once at the club only go out for essential items.

As normal, please go straight to the reception and sign in. Pens will **NOT** be provided so please bring your own. This has been implemented to reduce the chances of infection. When you have signed in please wipe down the surfaces including the door handles, (if the door is open leave it open), and again dispose of the wipe in the nearest bin.

Without going into any other area proceed to your own caravan, **DO NOT** use any other area's until you are fully aware of the procedure's that have been put in place.

### **Toilets and showers**

It is requested and logical for those who have working showers and toilets that they can use their own, this again reduces the chances of infection and also helps reduce the cleaning regime.

Those members who will require the use of the Windings facilities, will see that we have limited its use to no more than four people at a time, two in the showers and two in the toilets. This is to ensure social distancing measures are adhered to, which would be extremely difficult to monitor with more than four people using the facilities at the same time.

To clarify the above, that is **a maximum of two members using the showers and two using the toilets.**

Attached to the door window there will be signs which we will require you to use; this is to ensure no more than two people are in each area at the same time. It is an easy process to follow.

It is the responsibility of those using the shower/toilet block to ensure that a full and comprehensive clean is carried out after use. You will see posted on the wall the area's/surfaces etc that **WILL** require attention after use. Once you have cleaned, you will be required to sign and log the time on the cleaning sheet. If asked and checked we have to provide the necessary paperwork to show that a cleaning regime is in place.

Those members whose caravans are located on Greenwood Hill and above, use is limited to **Two** members using the toilet block. **One** using the showers (unless you are from the same household) and **One** person in the kitchen/washing up area (Again unless you are from the same household)

As with the Windings shower block signage will be provided and members will be required to use. A cleaning log will also be supplied and require completing after **Each** use of the facilities.

### **Club Room**

The club room will have restrictions in place:

- A one way in and a one way out system. Entrance from the swimming pool end and exit via the middle door.
- Floor markings for social distancing.
- A limited number of tables will be set **outside** with two chairs at least 2 metres apart, **DO NOT** move tables closer to your best mates!
- Only those members who are from the same household are allowed to have more than two people at the table.
- The dance floor and kitchen area of the club room is strictly out of bounds to all but identified key members.
- **DO NOT** remove tables or chairs from the area where they are stacked without getting prior permission from a member of the Committee.
- Without exception only one designated person is allowed behind the bar at any one time.

All Club sports equipment is out of bounds along with the books and magazines etc. They have been isolated for a reason; please do not take or remove them from where they are.

The doors and windows will remain open at all times subject to the weather. By doing this, it again reduces the number of times they have to be cleaned.

Each club table will have a spray bottle with a cleaning solution and a cleaning cloth. Please take responsibility for cleaning the table after use. After you have done this, please put the cleaning cloth in the bucket provided. Wipe down the cleaning spray bottle after use.

It is recommended that anyone who undertakes cleaning in a communal area that clothes are worn only once, then removed at their caravan, double bagged and taken to their car not left in the caravan.

### **General equipment**

Members are respectfully asked to, where possible:

- To bring their own pen to sign in
- To bring their own gloves and hand sanitiser
- To bring their own glasses or cups/mugs for use at the bar
- To bring their own chairs
- To bring their own gardening tools
- To bring their own cleaning equipment e.g. hosepipes for the caravan, steps, buckets, etc
- A limited number of disposal cups and glasses will be available to members should they be required.

The committee appreciate that not everybody will not be able to do this, but it will help enormously if you can to enable us all to remain safe. Gardening equipment currently stored in G1 will be available for those who are not able to bring their own; however, access to tools will only be possible on request from the designated person. A list of these people will be available in reception

and the club house. Anyone using TNC equipment will be responsible to ensure that it is cleaned and sanitised after use.

### **Kitchen**

The kitchen will remain closed for the foreseeable future and will be out of bounds for all members. The only exception will be for key members who will require access to sort out the fridges and freezers.

### **During your stay**

Please, and **without exception**, maintain the social distancing minimum of 2 meters. **Do not** socialise in another member's caravan. Ensure any fixtures or fittings that you have come into contact with are cleaned and sanitized.

Please abide by the rules that have been put in place that are there for yours and others' wellbeing.

Please remain vigilante at all times, if you notice any member not complying with rules, do not be afraid to speak to them or, if preferred, bring it to the notice of a Committee officer.

If you notice a shortage of cleaning products, janitorial items etc, please speak to a member of the Committee as not all items are readily available and some are now kept in a safe and secure area. There will be certain items (toilet rolls, paper towels etc) kept under the sink in the main shower block should you need them. Stocks will be checked frequently and replenished as required.

The following **WILL** remain closed and out of bounds until Government advice is received regarding any further lifting of restrictions:

- Upper Level of Windings Shower/Toilet Block
- Swimming Pool + Hot Tub & Sauna
- Visitors Kitchen
- Children's Room
- Museum
- Rental Caravans
- Windings Lower Level (Store room)
- G4 Store Shed
- Toilet Block Adjacent to Children's Play Area (**Restricted use to Site Wardens only**)
- Toilet Block Adjacent to Main Car Park
- All Sports Area (Miiniten + Shuffle Board + Volley Court + Boules Court)

As previously explained, the Committee will reserve the right to close any area/facility without exception to keep everyone safe.

I'm sure that every member will do their utmost to ensure that we can get back to as near as normal, under the current circumstances. Please be assured that these measures will be frequently reviewed and we will open up more facilities as soon as we receive government guidance that it is safe to do so.

I'm sure we have all missed the enjoyment of meeting up with friends at TNC. It will be a different club, but we do need to keep each other safe. It will be strange and sometimes difficult times but I'm sure we can come through this as a team and with a stronger club bond than ever.

Stay safe, stay well and I'll look forward to seeing you all soon.

**Robbie Mac**

**Vice Chairman & Health & Safety Officer**